CHAPTER XXV.

MISCELLANEOUS.

354. *References regarding stationery.*—All representations to Government regarding additions or alterations in the scale of supply of stationery or in the rules of the stationery manual should be submitted through the Superintendent, Government Printing and Stationery, Bombay.

355. *Correspondence with the supplying firms.*—In cases where indenting officers are not satisfied with the quality or quantity of articles supplied to them direct by private firms under instructions from the Superintendent, Government Printing and Stationery, they shall bring the matter to the notice of the Superintendent, Government Printing and Stationery, and shall on no account correspond direct with the firms.

356. *Abolition or creation of offices.*—When new offices are created or existing ones abolished, the Superintendent, Government Printing and Stationery, who supplies stationery, clothing, forms, to such officers should be informed immediately of the fact by the head of the department or the office concerned, and should be furnished with a copy of the orders.

357. *Disposal of machines in offices abolished.*—When offices possessing typewriters or other machines are abolished, such machines should be handed over to the nearest Government office with instructions to obtain the orders of the Superintendent, Government Printing and Stationery, Bombay, for their disposal.

358. *Amendments to the stationery manual.*—The Superintendent Government Printing and Stationery, shall see that necessary lists of amendments to the Stationery Manual are issued, once a year, and sent to the Manager, Government Central Press, Bombay, for printing by 1st of April.

359. *Government sanction for revised scales and new supplies.*—It is necessary to submit proposals for the amendments to the Stationery Manual caused by the abolition of offices or by changes in the designations of officers. These changes as well as the reduced scale of supply which may have been accepted by the heads of departments may be given effect to by the Superintendent, Government Printing and Stationery himself, a list of the changes made being submitted to Government every year for their information. Sanction of Government need be obtained only for new supplies and for reductions in the scales of supply which the heads of departments do not accept.

360. *Substitution of cheaper articles, etc.*—The Superintendent, Government Printing and Stationery, has the power to substitute articles when the articles indented for is not in stock or when cheaper articles would obviously serve the purpose. He can disallow the supply of any

article of stationery appearing to be unnecessary or extravagant, or reduce the sanctioned scale if there is sufficient justification to do so.

361. *Economy in the use of stationery.*—Indents for the supply of stationery shall be prepared by officers on a quantitative basis as sanctioned in the model indents on the average of the actuals of the preceding three supply years. It does not however necessarily follow that the full supply sanctioned in the model indent shall always be allowed by the Superintendent, who can curtail it if he is justified to do so under the circumstances prevailing.

362. *Orders of Government on economy.*—The instructions issued by Government on the use of stationery articles as described in Chapter III of this Manual should be enforced by all indenting officers who should see that the desire of Government to effect all round economy in the use of stationery in general and paper of all kinds in particular, is not even slightly ignored or neglected under the present international situation.